



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 5234.3
N6
20 DEC 07

COMNAVCRUITCOM INSTRUCTION 5234.3

From: Commander, Navy Recruiting Command

Subj: INFORMATION TECHNOLOGY CONFIGURATION CONTROL BOARD POLICY

Ref: (a) COMNAVCRUITCOMINST 5234.2 Information Technology
Configuration Management Policy
(b) MIL-HDBK-61A (SE), Configuration Management Guidance
of 7 Feb 2001
(c) DoD Guide to Integrated Product and Process
Development, Version 1.0, February 5, 1996
(d) EIA Standard 836, Configuration Management Data
Exchange and Interoperability, 15 June 2002
(e) DoD Directive 5000.2, The Defense Acquisition System
of May 12, 2003.
(f) COMNAVCRUITCOM Configuration Management Plan, 14 Dec
2007

Encl: (1) Configuration Board Membership
(2) Configuration Board Authority Level

1. Purpose. This instruction establishes an Information Technology Configuration Control Board Policy consistent with the Department of Defense (DoD), and Department of the Navy (DoN) Policies contained in references (a) through (e).

2. Scope. This policy applies to all new and existing programs, projects, and systems, including computer software and hardware, under the purview of COMNAVCRUITCOM. Evolving programs shall comply with the requirements of this policy.

3. Background. Reference (a) establishes the Configuration Management Policy for Commander, Navy Recruiting Command (COMNAVCRUITCOM), and is the primary authority for implementation of the Information Technology Configuration Policy within COMNAVCRUITCOM.

a. Reference (b) states that an effective, well-defined configuration control process assures the government program office that all changes to government-controlled baselines, no matter how small or seemingly insignificant, are reviewed by the applicable configuration control authority.

b. In reference (c), the Department of Defense defines Configuration Control as, "A management process that integrates all activities from product concept through production/field support, using a multifunctional team, to simultaneously optimize the product and its development and sustainable processes to meet cost and performance objectives."

4. Policy. The policy is as follows:

a. Request For Change (RFC). A RFC shall be used to request change for new functionality, maintenance or sustainment for any hardware, software, and ancillary programs and equipment supporting the Navy Recruiting Command mission.

b. Configuration Advisory Board (CAB). The CAB shall provide an initial assessment of all RFC's entered into the COMNAVCRUITCOM Configuration Management Repository (CMR).

(1) Each CAB member is responsible to participate or delegate participation to a representative who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make recommendations. CAB membership is provided in enclosure (1).

(2) The CAB will evaluate and provide an initial classification and priority level.

(3) The CAB has authority to disposition any change request identified as maintenance and sustainment and has no impact on new functionality.

(4) The CAB shall develop a Business Needs Document (BND) for all RFC's elevated to the Configuration Review Board (CRB).

(5) Consensus, rather than voting will be used for the CAB decision-making. When an issue cannot be resolved, the CAB will elevate to the CRB. Decision level matrix is provided in enclosure (2).

(6) The CAB will meet at least bi-monthly. The frequency may change based on the scope of projects or the number of RFC's being submitted.

c. Configuration Review Board (CRB). The CRB shall provide an evaluation of all change requests elevated by the CAB. The CRB shall be made up of voting and non-voting members.

(1) Each CRB voting member is responsible to participate or delegate participation to a representative who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make recommendations. CRB membership is provided in enclosure (1).

(2) The CRB shall evaluate and when necessary adjust the priority and classification of each request.

(3) The CRB shall create a Business Case Analysis (BCA) for all new functionality. All new functionality will be elevated to and disposition provided by the Configuration Control Board (CCB).

(4) A cross-functional team will be empanelled to analyze the business needs for issues that significantly impact multiple stakeholders.

(5) Consensus, rather than voting will be used for the CRB decision-making. When an issue cannot be resolved, the CRB will elevate to the CCB. Decision level matrix is provided in enclosure (2).

(6) The CRB will meet at least quarterly. The frequency may change based on the scope of projects or the number of RFC's being submitted.

d. Configuration Control Board (CCB). The CCB shall determine the disposition of all new functionality RFC's within COMNAVCRUITCOM. The CCB shall be made up of voting and non-voting members.

(1) The Department Head for each functional area shall have a seat on the CCB as a voting member. If an established member cannot attend, an alternate must be appointed to attend in their place. CCB membership is provided in enclosure (1).

(2) The CCB shall ensure changes to system functional baselines do not conflict with existing and planned COMNAVCRUITCOM operational capabilities.

(3) The CCB shall have the final decision on the priority for each change request. This priority will determine the order in which new functionality is implemented.

(4) A cross-functional team will be empanelled to analyze the business needs for issues that significantly impact multiple stakeholders.

(5) Majority Rule, rather than consensus, will be used for CCB decision-making. When an issue cannot be resolved, the CCB will elevate the issue to the Commander for resolution. Decision level matrix is provided in enclosure (2).

(6) The CCB shall document all decisions from each session and forward to the Commander for endorsement.

(7) The CCB will meet bi-annually. The frequency may change based on the scope of projects or the number of RFC's being submitted.

5. Action: Department Heads shall participate in CCB or designate and alternate who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make decisions.

6. Effective date: This policy is effective immediately.

/s/
JERRY R. ANDERSON
By direction

Distribution:
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Configuration Board Membership

Configuration Advisory Board (CAB)

Voting	Advisory
Requirements Program Management Office (RPMO)	RFC Champion
Operations & Infrastructure (O/I)	Subject Matter Expert (SME)
Configuration Manager (CM)	

Configuration Review Board (CRB)

Voting	Advisory
Business Process Strategic Planning (N00T)	RFC Champion
N6 Deputy (N6B)	Subject Matter Expert (SME)
Requirements Program Management Office (RPMO)	Configuration Manager (CM)
Operations & Infrastructure (O/I)	
Other 'N' codes with vested interest	

Configuration Control Board (CCB)

Voting	Advisory
Navy Recruiting Command Deputy (00B)	RFC Champion
Chief Recruiter	Subject Matter Expert (SME)
Human Resources and Logistics Department (N1/N4)	Configuration Manager (CM)
Operations Department (N3)	
Strategic, Plans, Research and Analysis Department (N5)	
Information Technology/Communications Department (N6)	
Requirements Project Management Office (RPMO)	
Training Department (N7)	
Comptroller Department (N8)	

Configuration Board Authority Level

Decision	Description	Board		
		CAB	CRB	CCB
Approve	The RFC is approved to be worked in the priority listed.			X
Cancel	Over come by event (OCBE). Close.		X	X
Clarify	The Board has determined additional information is required before a decision can be made.	X	X	X
Disapprove	The RFC is disapproved for implementation.			X
Elevate	The Board has determined this is a valid request. The request requires elevation to the next level decision making body.	X	X	X
Postpone	The Board determine the request is valid, but our of scope at this time.			X